

Scheduling Training Facilities at NCNG Training Center – Fort Fisher (FFTC)

Thank you for considering the NCNG Training Center for your training/conference needs. Using the procedures below and the “Request Form” will assist us in ensuring that requirements are fully coordinated and facilities ready when your Group arrives. We are fully aware that you may not know every detail of numbers, schedules, etc early on, but we ask that you provide your best estimate of number attending, facilities required, lodging requirements, and meals when you make your initial request. Once the request is received and facilities determined to be available, you will receive a Memo of Commitment. Revisions can be made to group requirements as training/meeting plans are finalized. Please keep in mind that we will make every effort to honor your request for specific classrooms and/or lodging, but reserve the right to make adjustments to maximize use of facilities.

As always, we encourage you to schedule as early as possible once you have identified your need to conduct training here at FFTC. We appreciate your cooperation with our scheduling procedure and look forward to being able to meet your Group’s needs.

Jim Carper, Director
NCNG Training Center – Fort Fisher

Procedures:

- 1- Group investigates feasibility of using FFTC Facilities by contacting:
 - a. Training/Classroom capabilities – Training NCO (910)-251-7302
 - b. Availability of lodging/facilities – Reservation Office (910) 251-7317 or 7318
 - c. Web Site: www.nc.ngb.army.mil/index.php/trainingsites/fortfisher/
- 2- Group determines dates for training, facilities required, and method of payment.
- 3- Group submits attached Request Form to the FFTC in person @ (Bldg 118, by fax (910) 251-7394, or by email to ftfisher.resv@ng.army.mil
- 4- FFTC confirms availability, reserves facilities, and e-mails a Memorandum of Commitment (MOC) confirming that facilities have been reserved, outlining costs, and identifying special requirements and suspense dates.
- 5- Group coordinates revisions with the FFTC as soon as identified. **All revisions must be submitted by fax or by e-mail.**
- 6- Group complies with specific requirements/suspense dates.

Training Group Request for NGNG Training Center- Fort Fisher

1. Arrival Date:

Departure Date:

2. Name of Training Activity:

3. Group POC:

4. Street Address:

City:

State:

Zip Code:

5. Phone Number:

6. Email Address:

Lodging requirements:

	# of people:	Arrival Date:	Departure Date:
1			
2			
3			
4			
5			

Office Use Only

☐ Lodges..... ☐ Rivermarsh..... ☐ Cottages..... ☐ Mobile Homes..... ☐ RV

Training Requirements:

[illegible]

8. Meals (Best Estimate for each meal)

	Mealtimes Office Use Only			
	Date	Breakfast	Lunch	Dinner
1				
2				
3				
4				
5				
6				
7				

Normal meal serving times are: Breakfast 0630-0730, Lunch 1200-1300 & Dinner 1700-1800
Mealtimes may be adjusted based on training schedule requirements.

Method of payment:

☐ BPA ☐ Direct Bill ☐ Impact Card ☐ Individual

9. Refreshments: (Best Estimate for each Break)

	Date	Morning	Afternoon
1			
2			
3			
4			
5			

Special Requirements:

Requested By:

(Name, Unit/Org, Phone & E-mail)

Note: If Lodging for Instructors is required separate from Students; POC must identify # Instructors and # Students. If students will be arriving and departing on different schedules, POC should furnish a list of lodging required by day.

Date Received: